

85-3395/L

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1986 CIA Secretary of the Year Awards

FROM:

EXTENSION

NO.

Chairman

DCI Secretarial/Clerical MAG

DATE

18 Oct 85

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA Registry 7D18 HQS

85/10/22

85/10/22

K

2. EXO/DDA

22 OCT 1985

BOL

3. DDA /CMS

(3) FOR ACTION, AS APPROPRIATE

~~SUSPENDED - 9 JANUARY 1986~~

DDA
35-3395/1

18 October 1985

MEMORANDUM FOR: Executive Director
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

FROM: [redacted] Chairman
DCI Secretarial/Clerical
Management Advisory Group

SUBJECT: Secretary of the Year

REFERENCE: Memo to Directorates, fm DCI S/C MAG
dtd 30 Oct 84, Same Subject

1. The DCI Secretarial/Clerical MAG is beginning to plan for the second annual Secretary of the Year Awards. A Headquarters and field notice will be distributed in November announcing nomination procedures and criteria for the awards.

2. All nominations must be received by the DCI S/C MAG by 10 January 1986. I will then forward all nominations to the appropriate directorate or to the DCI area. We request that you or your Senior Secretarial Panel review the nominations of your Directorate's candidates and forward the top five to the DCI S/C MAG, [redacted] 6G42 Headquarters, by 21 February 1986.

3. The MAG will continue to serve as the final selection board, and the 1985 winners will be invited to participate. We plan to announce the winners in early April so that appropriate arrangements can be made for the presentation of the awards to the winners during National Secretaries' Week.

4. The Agency Secretary of the Year Award of \$5,000 will be funded by the Office of Personnel. Agency policy stipulates that awards of \$1,000 and under be provided by each Directorate. Last year the directorates provided the \$1,000 directorate award as well as any TDY travel money. We will contact each directorate's Honor and Merit Awards Board to make arrangements.

5. If you have any questions, please contact me [redacted]

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Secretary of the Year

Distribution:

Orig - Addressees

1 - Appropriate Admin Staff for FYI

1 - File

DDI/EURA [] 18Oct85 []

STAT

MEMORANDUM FOR: Executive Director

FROM:

Chairman, DCI Secretarial/Clerical
Management Advisory Group

SUBJECT: Secretary of the Year Awards

REFERENCES:

1. The DCI, DDCI, and Executive Director have approved the DCI Secretarial/Clerical MAG's proposal for Secretary of the Year Awards that we submitted to you last summer. A Headquarters notice will be distributed in November announcing nomination procedures and criteria for the awards.

2. All nominations must be received by the DCI S/C MAG by 11 January 1985. The MAG will then forward all nominations to the appropriate directorate or to the DCI area. We request that you or your Senior Secretarial Panel review the nominations of your Directorate's candidates and send the top five to the DCI S/C MAG, c/o [redacted] 1G 23 Headquarters, by 20 February 1985.

3. The MAG will select from the 25 finalists the Agency Secretary of the Year and a Secretary of the Year for each directorate and the DCI area. We plan to announce the winners in early April so that appropriate arrangements can be made for the presentation of the awards to the winners during National Secretaries Week.

4. The Agency Secretary of the Year Award of \$5,000 will be funded by the Office of Personnel. Agency policy now stipulates that awards of \$1,000 and under will be provided by the directorate. The Comptroller's office has suggested that the \$1,000 awards and any TDY travel be provided by the directorate. We will contact each directorate's Honor and Merit Awards Board to make the arrangements.

5. If you have any questions, please contact me [redacted] or Vice Chairman [redacted]

ADMINISTRATIVE INTERNAL USE ONLY